



# JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

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## OFFICE TECHNICIAN (TYPING)

\$2,510 - \$3,050

### ENFORCEMENT BRANCH HEADQUARTERS SACRAMENTO

**RESPONSIBILITIES:** Under the supervision of the Staff Services Manager I in the Human Resources and Training Unit, the incumbent will provide a variety of secretarial and technical support/assistance to the Headquarters staff. Duties include but are not limited to the following: type, edit and format written documents, including memos, letters, and reports. Review written documents for accuracy, grammar, punctuation, and spelling. Serve as tracking coordinator for several databases by inputting the voyager gas card, vehicle mileage logs, form 5's and travel expense claims; reconcile and compile data on a monthly basis and prepare reports for distribution. Maintain the central filing system (chronological and subject files) for the Enforcement Branch Headquarters Office. Copy and prepare materials for presentations. Make all necessary travel arrangements and prepare travel expense claims. Distribute payroll warrants and travel expense checks. Screen and appropriately direct incoming telephone inquiries to departmental staff. Provide information to general inquiries; send and receive fax materials. Order and maintain office supplies. Process correspondence and mail, screen, log and distribute incoming correspondence to appropriate staff for response. Reserve conference room, schedule dates and times of meetings and inform participants of schedule. Prepare meeting agendas, meeting minutes and follow up on action items from meetings. Provide backup support to the Enforcement Branch Executive Assistant, and perform other related duties as required. **Background check and fingerprinting required.**  
**Free Parking! Close to light rail!**

#### DESIRABLE QUALIFICATIONS:

- Excellent public relations skills and communications skills
- Demonstrated competence and accuracy in working with budgetary and financial computations and information
- Demonstrated skill in various Microsoft applications such as Microsoft Word, Excel, Access and Outlook
- Good typing skills
- Ability to use sound judgment and willingness to exercise a high degree of initiative, independently perform assigned tasks timely and accurately
- Ability to maintain a courteous and professional demeanor and exercise tact, diplomacy and good judgment at all times
- Ability to handle visitors from outside agencies and allied law enforcement in a courteous and tactful manner, handle and answer sensitive questions from consumers, government officials, insurance industry executives, and departmental employees
- Must be dependable and reliable; good attendance is essential.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Office Technician (Typing) level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. **All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.**

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Stephanie Brewer, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "OFFICE TECHNICIAN (T) – ENFORCEMENT HEADQUARTERS 413-176-1139-002" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3411.

**FINAL FILING DATE: OCTOBER 3, 2006 OR UNTIL FILLED**

**NOTE: Interested individuals must submit their application by the final filing date in order to be considered for this position.**

9/18/06 sf

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN  
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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